

Information Technology Project Manager (ITS5)

\$5,010 to 6,575 (Monthly) Range 66- Plus a Comprehensive Benefits Package!

Agency Information

The Department of Corrections is seeking a highly motivated and qualified individual for an Information Technology Project Manager (ITS 5) position, located at the Department of Corrections Headquarters, in Tumwater, Washington.

APPLICATION PROCESS:

IN ORDER TO BE CONSIDERED FOR THIS POSITION, WHEN APPLYING, YOU MUST INCLUDE A LETTER OF INTEREST EXPLAINING IN DETAIL HOW YOU MEET THE REQUIRED AND DESIRED QUALIFICATIONS OF THIS POSITION AS OUTLINED IN THIS RECRUITMENT.

Agency Profile:

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

Agency Mission: To Improve Public Safety.

DOC offers:

- Hundreds of rewarding and exciting careers
- Flexible schedules
- Comprehensive compensation packages
- Training and development opportunities
- Tuition reimbursement
- The fulfillment of public service

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 9,000 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit www.doc.wa.gov.

Duties

Serves as a project manager and actively manages all aspects of the project according to the Department of Corrections (DOC) Project Management Methodology. Manages project activities through all phases of the project lifecycle: initiating, planning, executing/monitoring and closing. Manages projects that are enterprise-wide, complex, involve significant risks and impacts, or are highly visible throughout the organization. Involves coordination with DOC executives, business analysts, technical staff, and stakeholders for the purpose of establishing charters, plans, collecting business requirements, establishing and tracking schedules, tasks, milestones, issues, risks, decisions, performance measures, reports and results. Strong writing skills using correct business, grammar, punctuation, precision with vocabulary, and ability to explain complex expressions for the non-technical, business audience. Provides expert consultation with agency IT managers in performing research associated with best practices or strategies relative to IT operations or IT projects. Provides project management support of critical DOC information technology projects. Develops, pilots, and maintains catalog of templates needed to support the Project Management Office Methodology. Uses the internet or other methods to identify or solicit "just in time" data/information for use by DOC. Provides project management support of critical DOC information technology projects.

Project Management Methodology - Works cooperatively with other Project Manager's developing detailed, in-depth workshops, and supporting materials, to educate and train IT and non-IT professionals in the use of the DOC IT Project Management Office (PMO) Methodology. Training programs will focus on elements within the five key phases of a project initiating, planning, executing, controlling/monitoring and closing.

Qualifications

REQUIRED QUALIFICATIONS:

- Four years of information technology experience such as consulting, analyzing, designing, programming, installing and/or maintaining computer software applications, hardware, telecommunications, or network infrastructure equipment, directing projects, providing customer or technical support in information technology, or administering or supervising staff that performed work in any of these information technology disciplines.
- Demonstrated proficiency in Microsoft Office product suite including Word, Excel, PowerPoint and MS Project.
- Ability to create Gantt charts, graphs and tables and use Visio diagramming.

Possess the following competencies:

Knowledge, skills, and abilities are both general and specific to the information technology field.

Project/team leadership: Coordinate and lead cohesive workgroups, creating a cooperative and productive environment with open communications to develop and implement plans. Effectively strategize and plan all stages of a project, from initiating through closing. Regularly evaluate the work performed to ensure it is aligned with the project/program direction. Facilitate discussions among stakeholders to find common ground for solutions among diverse interests. Effectively manage issues with appropriate level of urgency and sensitivity.

Project communication: Excellent communication skill, written and verbal, and interpersonal. Clearly and effectively communicate with Executive sponsors, Senior IT management, project stakeholders, individuals and groups within and outside of the organization. Clearly communicate project expectations and manage conflict to positive resolutions. Present successful briefings to management and oversight bodies.

Project performance: Effectively set priorities, establish clear, realistic, attainable, and challenging goals and objectives to ensure others understand the direction, deadlines, and expected outcomes or products. Develop reasonable performance standards and means of evaluating outcome quality.

Project evaluation: Evaluate overall project progress or program effectiveness, ensuring performance standards and schedules are upheld and met. Resolve problems quickly and efficiently with minimal negative impact. Provide viable options when needed.

Consulting: Employ expertise, credibility, and effective partnering to help co-workers identify, evaluate, and resolve complex or sensitive issues, problems, and project needs.

Project resources and budget: Accurately assess program/project resource requirements. Regularly reevaluate needs by monitoring and tracking expenditures. Balance project costs with schedule and quality standards. Identify, and mitigate risks to project quality, schedule and cost. Effectively manage issues that arise.

Mentoring: Effectively mentor and coach others while carrying a workload. Develop and deliver training using a variety of methods that includes classroom, self-study, and computer-based eLearning methods. Understand and cultivate team effort.

DESIRABLE KNOWLEDGE:

- Advanced skill in using Microsoft Project software.
- Strategic and tactical IT planning.
- System life cycle, scoping, design, construction, implementation, support, documentation, training, review, and system development projects.
- Interacting with and leading a self-directed work team.
- Understand software applications development life cycle.
- Customer Support/Help Desk Techniques.
- Business analysis and process design, re-engineering, organizational development.
- Familiar with network architecture and IT support services.
- Project Management Institute; Project Management Body of Knowledge (PMI -PMBOK).

- Contract management.
- Knowledge of Department of Corrections core IT systems.

Special Notes

Please consider the following when deciding whether to apply for this opportunity:

- Required to sign and comply with the IT Confidentiality Agreement.
- May require altering the normal schedule and/or working more than 40 hours per week.
- Performs well within an open (cubicle) team environment.
- Demonstrates respect and courtesy at all times, consistent with professional office environment.
- Works quickly and accurately in a fast-paced environment and high stress situations created by competing priorities and leading people.
- May require statewide travel with overnight stay to meet with customers and managers.
- Possesses valid Washington State Driver's License.
- Drive or ride in a state-owned vehicle for four or more hours with intermittent breaks.
- Position requires providing off-hours contact information for emergencies.
- Enter into DOC facilities for extended periods of time and abide by applicable policies and procedures of these facilities.
- All Department of Corrections' employees are fingerprinted for a criminal history background check.
- All DOC facilities are smoke and/or tobacco free.

You must also complete the entire Application Wizard, however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link located under the "Tips & Help" heading within www.careers.wa.gov.

Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit: <http://www.doc.wa.gov/jobs/benefitssummary.asp>.

The Core Competencies for all Department of Corrections' employees include: Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, email clvanderhule@doc1.wa.gov.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.

4. In the reference code field, enter NB00020509* and click on Start Search.
5. Click on the link Information Technology Project Manager (ITS5), Tumwater, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.